

**Maine EMS Examination Committee Meeting**  
**Tuesday, June 15, 2004**  
**Maine EMS Conference Room, Augusta**

**Minutes**

**Present:** Jacky Vaniotis – Chair, Trisha Coleman, Joanne LeBrun, Gary Utgard, Kelly Roderick, Darrell Gilman

**Absent:** Rick Doughty, Bob Hawkes, Travis Norsworthy

**Staff:** Drexell White

**1. Call To Order** - The meeting was called to order at 9:34 a.m.

**A. Assign Timekeeper** – Gary Utgard

**B. Additions/Deletions to the Agenda** - None

**2. Minutes – May 18, 2004, meeting minutes - review for acceptance**

The minutes of the May 18, 2004, meeting were reviewed

*Motion: To accept the minutes of the May 18, 2004, meeting. (LeBrun; Coleman - motion carries).*

**3. Old Business**

**A. Paramedic Exam**

Staff's goal is to have the Paramedic Exam Request for Information (RFI) completed by fall.

There was extensive discussion about the "State of Colorado" report that identified several flaws in Colorado's EMS testing system. Staff will provide the report's web address to committee members.

**B. Student Handbook - Status**

Drexell White reported that the project has been given to Becky Killam to complete over the summer. Goal is to have it ready for fall 2004.

**C. EMT-B Practical – Data Gathering**

Staff reported that regions were requested to forward all spinal skill sheets (First Responder & all EMT levels) completed at practical exams to Maine EMS for review by the committee.

**1. Process Template**

**2. QA/QI Format**

**3. Examiner Training and Refresher**

Committee members discussed various options for gathering and reviewing data. Darrell Gilman volunteered to develop an Excel Spreadsheet for data gathering purposes.

**D. Exam Considerations for Proposed Airway Module – Placeholder**

#### **4. New Business**

##### **A. Committee Membership Review**

There was a general discussion of committee membership and attendance.

##### **B. Comments on Chair's draft letter to Board**

Committee members provided feedback to Jacky Vaniotis concerning her annual letter to the Board.

##### **C. Comments on JOMEMS article re: Exam Committee activities**

Jacky Vaniotis solicited comments regarding her journal article about committee activities.

##### **D. Issues for Tracking Exam Problems**

It was requested that staff maintain a log of all complaints received regarding examination issues.

Staff will develop an electronic log for complaints and resolutions.

#### **5. Next Meeting**

##### **A. Set Agenda - Next agenda to include:**

- 1. Paramedic Exam**
- 2. Practical Exam Data**
- 3. Student Handbook**

##### **B. Set Date and Time**

The committee will not meet in July or August. The next meeting is scheduled for September 21, 2004 at Maine EMS' new location at the Central Maine Commerce Center, 500 Civic Center Drive in Augusta.

#### **6. Adjournment** - The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Drexell White